

RED RIVER AUTHORITY OF TEXAS

JOB VACANCY NOTICE

Part Time – Administrative Laboratory Technician I

GENERAL DESCRIPTION

Performs routine tasks associated with the daily operation of the water quality laboratory and all other Environmental Services Division programs, as well as Fiscal and General Services programs within the legal jurisdiction of the Authority, and in accordance with approved procedures and protocols of various environmental and regulatory programs. Works under close supervision with little latitude for the use of independent judgment.

RESPONSIBILITIES

- Receives samples of various matrices for the laboratory ensuring all pertinent Chain-of-Custody forms and shipping documentation are filled out correctly;
- Enters and logs sample information into the Laboratory Information Management System (LIMS);
- Performs basic laboratory tests, such as temperature and chlorine check;
- Washes and prepares laboratory glassware. Cleans and disinfects laboratory areas;
- Assists laboratory staff with the deployment of environmental or industrial samples.
- Performs responsible technical, clerical or program administrative duties and support functions to assist the laboratory and related functions within Fiscal or General Services Divisions (including, but not limited to, filing, scanning, shredding, or data entry).
- Obtains a thorough knowledge of agency policies, services, programs, and accepted business practices to insure compliance with all governing statutes;
- Ability to work under pressure, use interpersonal skills, and function efficiently as a team player;
- Meets the public with a high regard for courtesy and politeness, while maintaining the Authority's integrity and confidentiality pertinent to the overall operations; and
- Performs various other duties as may be assigned by the Supervisor, either temporarily or permanently.

EDUCATION

High school diploma (or equivalent) required. College coursework with three (3) hours of chemistry is preferred.

EXPERIENCE

No previous experience required. However, an entry-level understanding of laboratory and field operations (such as sample receiving, sample analysis, and applicable field protocols and procedures), along with administration (such as typing, filing, scanning, shredding, and data entry) is expected within six (6) months of hire.

ADDITIONAL REQUIREMENTS

Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), moving file boxes, bending, standing, climbing or walking, performing analytical testing, working in the field (as required, which may also require overnight stays). Must be able to handle and safely dispose of chemicals, solutions, and bio-hazardous materials common to the designated working environment.

Must possess a valid Class C Texas Driver's License.

MANAGERIAL RESPONSIBILITIES

This position is not responsible for the immediate oversight of any employees.

Opening Date:	August 31, 2023	Position:	Part Time Admin Lab Tech
Closing Date:	Until Filled	Salary:	\$10.50 Per Hour
Work Location:	Wichita Falls, Texas		

To apply for this position, please submit a completed State of Texas Application to info@rra.texas.gov, fax to (940) 723-8531 or mail to P.O. Box 240, Wichita Falls, TX 76307. Applications can also be delivered to 3000 Hammon Road, Wichita Falls, Texas 76310. Additional information on the Red River Authority of Texas can be found at www.rra.texas.gov.